

Process	Recurring Journal Entry – Creating Modifying a TemplateStand.	
Process Number	GL – 011a011b	
Description of Process		
<p>Using an <i>existing</i> regular journal entry as the model, enterModify a recurring standard journal that can be use such as monthly rent. Using effective dating, you can modify several fields in the standard journal, including of the fields that <i>cannot</i> be modified is the Model Journal ID, which represents the model upon which the star brand new standard journal using that model. If the Create Journal Entry on Save option is selected, the recu Schedule and From/To fields. Each recurrence will contain the same chartfield combinations and amounts as 1 change the amounts, chartfields and other information on the journal lines. Recurring journals should only be</p> <p>Any Department of Transportation (DOT) recurring journal affecting cash (100-150 accounts) must have app</p>		
Input to Process		
<p>An existing Recurring Standard jJournal in PeopleSoft is identified as the model journal upon which the recurr is used to create the recurring journals.</p>		
Output of Process		
<p>Modified Recurring Standard Journal(s) that can be used to generate future recurring instances of the model j chartfields as the model upon which the recurring Standard Journal Template is based. These recurrences mu addition, the template is saved and available for future use.</p>		
Service Level Agreement Required? (if yes, provide a brief description)		
N/A		
PeopleSoft Panel Groups being Used		

Function		Panel Group	
Use		Standard Journal Entry	
Business Process Description			
Process Description			
<p><u>Step 1: Open the Standard Journal Entry Template</u></p> <p>Using Update/Display, open the Recurring Standard Journal. Enter the following information pertaining to the journal you wish to use:</p> <ul style="list-style-type: none"> • Business Unit • Standard journal • Model Journal ID • Model Journal Date <p><u>Step 1: Create a regular journal entry to serve as the model for your recurring template journal. *</u></p> <p>Using the steps defined in GL-004 "Creating a Journal Using Control Totals," enter a journal that will serve as the "model" for your recurring journal template. This model journal provides the structure for all future recurrences, such as chartfields, amounts, and descriptions.</p> <p>* This step may be skipped if you are using an existing journal already keyed into the system.</p>			
<p><u>Step 2: Insert a row that will contain the journal modificationsCreate identifiers for the Standard Journal.</u></p> <p>Insert a row using F7 in any effective dated field. This allows you to make <i>effective dated</i> changes and enables you to retain a history of the modifications made to the standard journal. Any modifications will take effect as of the date specified.</p> <p>In the row you just inserted, enter the Effective Date and Status for your Recurring Standard Journal. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the Recurring Standard Journal for use in journal</p>			

processing. If the Status is "Inactive" you will not see your standard journal when prompting for a list of available standard journals. Enter the Business Unit, Standard Journal ID, Model Journal ID and Model Journal Date for the Standard Journal Template. The Standard Journal ID is the identifier for your standard journal. The Model Journal ID is the journal upon which your standard journal is based (see Step 1). **All standard journal entries must be based upon a model journal.** The Model Journal Date represents the date on which the model journal was created.

Step 3: Make changes as necessary

Step 45: Save the standard journal.

The Recurring sStandard jJournal entry is now saved with your modifications and is ready for future use in creating standard journals. The journal entries that are created on save (see Step 4) will appear the next time you go into the Journal Entry or Journal Entry – Base Currency Panel Groups. These journals are now ready to go through the Edit, Budget Checking, and Post processes in the nightly batch cycle.

Forms Used with Process (#)		
**Attach sample form(s)		
Process Flow Diagram (if appropriate):		

